

*CFYFY Cheat Sheet

CYA entry to a Fiscal Year Faculty

To be used for moving a status employee into a Fiscal Year base Faculty current year adjustment (CYA) appointment (may include fiscal year based post-doctoral fellows who receive limited benefits).

	Full Year (July 1-June 30)	Less Than Year Round
Access NOAEPAF		
Enter Keyblock Information		
Name/ID	Set to the Hire Date or if a late hire, set to first day of the current pay period.	Set to the Hire Date or if a late hire, set to first day of the current pay period.
Querydate	*CFYFY	
Approval Category	Will automatically populate from Approval Category Selection	
Position/Suffix	Enter Position/Suffix of Job Being Placed on Leave	
<Next Block>		
LEAVE		
Personnel Date	Enter as day “new CYA appointment” is effective.	Enter as day “new CYA appointment” is effective.
Jobs Detail Eff Date	Enter as CYA hire date if in current or future pays; If CYA hire is effective in a previous pay period, enter first day of current pay period.	Enter as CYA hire date if in current or future pays; If CYA hire is effective in a previous pay period, enter first day of current pay period.
Leave Begin Date	Enter effective start date of leave	Enter effective start date of leave
Anticipated Return	Memo field – enter anticipated date employee will return to base appointment	Memo field – enter anticipated date employee will return to base appointment
Leave Type	See list below	See list below
Job Status	Defaults as “L,” do not override	Defaults as “L,” do not override
Job Change Reason	See list below	See list below
Accrue Leave	N	N
Leave Pointer	Leave blank	Leave blank

	Save, Next Action, Next Block	Save, Next Action, Next Block
STEXJE		
Jobs Detail Eff Date	Enter as date of hire if appointment is in the current or future pays. If hire date is in a previous pay period, enter the first day of the current pay period. The LEAVE Jobs Detail Eff Date SHOULD be the same as the new Job Detail Eff Date.	Enter as date of hire if appointment is in the current or future pays. If hire date is in a previous pay period, enter the first day of the current pay period. The LEAVE Jobs Detail Eff Date SHOULD be the same as the new Job Detail Eff Date.
Job Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	Leave blank	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter as actual hire date.	Enter as actual hire date.
Contract End Date	Leave blank	Enter as the last day of the appointment for the current fiscal year.
Job Type	S	S
Annual Salary	Enter approved Annual Salary. (This value will be used to calculate the per pay period salary)	Enter approved Annual Salary. (This value will be used to calculate the per pay period salary)
Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	1 (Should be equal to position FTE)	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD).
Job Change Reason	See list below	See list below
Factor	Leave blank	Calculate by reviewing the Annualized Position Appointments working days and dividing by 10. (i.e., position is academic year based for 195 days/10 = 19.5 factors) Use the full Annualized Position Appointment dates even for a late hire.
Pays	Leave blank	Set equal to the factor. (If Defer Pay set-

		up is requested, payroll will alter values and enter deferred pay code as appropriate)
Deferred Pay Code	No visit field	No visit field
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Required. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.
Supervisor ID	Non-Overridable	Non-Overridable
Step	0	0
Accrue Leave	Defaults to Y for PSU, KSC. Defaults to N for UNH and thrid party (overrideable)	Defaults to Y for PSU, KSC. Defaults to N for UNH and thrid party (overrideable)
	Save, Next Action, Next Block	Save, Next Action, Next Block
If RCFYFY, LABFUL	override labor distribution as necessary	override labor distribution as necessary
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit

EPAFs for salaried, exempt employees need to be submitted, approved, and completed by Monday 8 am before the pay period end date to be considered for the current pay period.

Campus HR approver should review employee appointment information for prior service issues; at UNH; resolve Job Type issues including adjusting any on-going Part-Time/Full-Time Temp/Casual appointments to “Overload” and assigning this Job as Primary when possible, coding to PEAFAC for tenure eligibility, prior service credit toward tenure, and tenure status may be required

Job Change Reason codes to be used for CYA activities:

CYA Justification	Reason on LEAVE Step (Be sure to apply against Base Position)	Leave Type to be Entered on LEAVE Step	Reason on CYA Job Entry Step (Be sure to apply against CYA Position)
--------------------------	--	---	---

Banner: HR – EPAF Usage – Cheat Sheets

Assuming Temporary Upgrade	LETUP	120	AETUP
Assuming Role as Interim	LEINT	30	AEINT
Taking a Temporary Reduction in Percent	LETDP	110	AETDP
Assuming a Temporary Increase in Percent	LETIP	115	AETIP

The Annual Salary should represent the earning value of a full Position Annualized Appointment. For example:

If the Position Annualized Appointment Dates Are:	Then the factors and pays will be:	And the employee will be working	But the Job Effective an Contract Dates are:	Given an Annual Salary of X, will receive:	Notes
July 1-June 30 (or 262 working days in 03-04)	26.2	July 1-June 30	July 1-June 30	\$40,000 will receive a bi-weekly pay of \$1526.71	
July 15 – June 30 (250 working days)	25.0	July 15-June 1	July 15-June 1	\$40,000 will receive a bi-weekly pay of \$1600.	
July 1-June 30	26.2	Jan 1-Jun 30 (due to late hire)	Jan 1-June 30	\$40,000 will receive a bi-weekly salary of \$1526.71	
Aug 25-May 21 (or 195 working days)	19.5	Aug 25-May 21	Aug 25 – May 21	\$40,000 will receive a bi-weekly pay of \$2051.28	
Aug 25-May 21 (or 195 working days)	19.5	Aug 25-May 21	Aug 30 – May 21 delayed entry	\$40,000 will receive a bi-weekly pay of \$2051.28	Encumbrance will reflect only the Aug 30-May 21 dates and a retro earnings will need to be processed for the Aug 25-29 period. Regardless of the “lateness” of the hire, the factors/pays are still based on the “fullness” of the appointment period.

Banner: HR – EPAF Usage – Cheat Sheets

Aug 25-May 21 (or 195 working days)	19.5	Jan 10-May 21 (i.e., late or Spring hire)		\$40,000 will receive a bi-weekly pay of \$2051.28	
Aug 25-Jan 9 (or 100 working days)	10.0	Aug 25-Jan 9		\$40,000 will receive a bi-weekly pay of \$4000.	
Aug 25-Jan 9 (or 100 working days)	10.0	Aug 25-Jan 9		\$16,000 will receive a bi-weekly pay of \$1,600.	

System payroll will adjust the Pays, factors, and deferred pay code for employees requesting a deferred pay set up. Payroll will adjust the Job record to always start at the beginning of a pay period and end at the end of a pay period, which may “extend” the appointment and result in a lower daily rate.